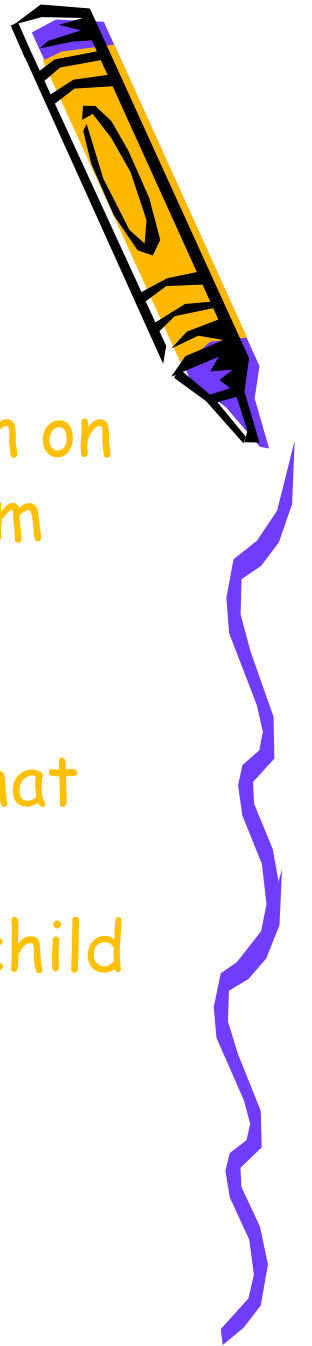# Provider Website

Child Care Subsidy and You

What is the Provider Website?

- The Provider Website contains information on how to get set-up to receive payments from families that receive child care assistance from the State.

- The Provider Website is also a resource that child care providers can use to get general case information on families that receive child care assistance from the State.

Who Can Use Provider Website?

- In order to use the Provider Website you must:

  - Have a child care license or residential certificate through Child Care Licensing.

    Licensing is done through the Department of Health

  - Or have a letter of license exemption for your program from Child Care Licensing

    For more information call:

   (888) 287- 3704 for Salt Lake Region

    (800) 894-2588 for Provo Region

Important:

The subsidy amounts shown on the provider website are subject to change based on eligibility requirements and do not constitute a guarantee of payment.

- If there are discrepancies or you are unsure if a payment has been authorized for your facility, please contact the Child Care Provider Helpline.
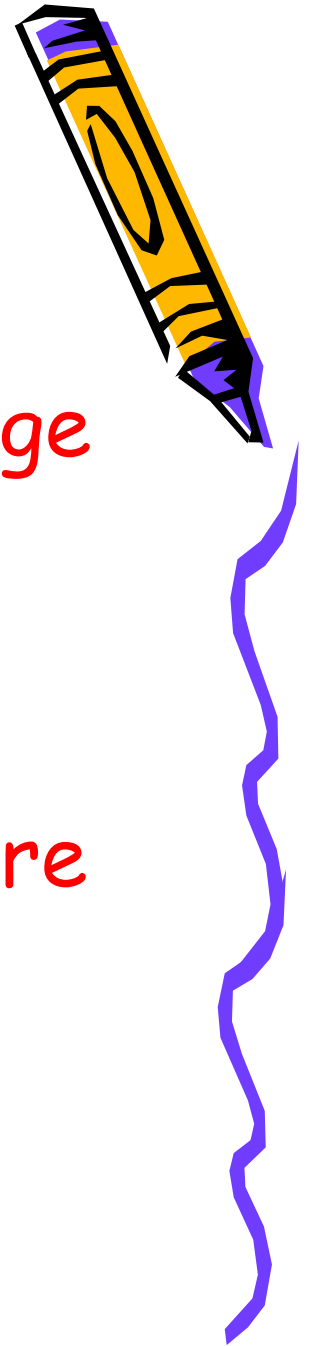
What Information Can I View?

- Monthly subsidy
- History of subsidies that were issued for you
- Next review month
- Children receiving subsidy
- Number of child care providers the parent is using in a month
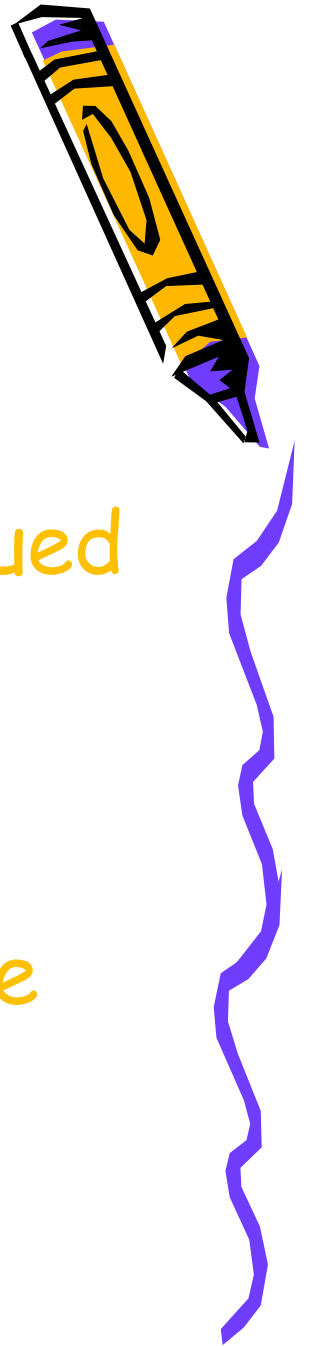
What information can't I view?

- Other provider's information
- Reasons for case closure
- Customer's personal information
- Information concerning other programs
- Which verifications are missing
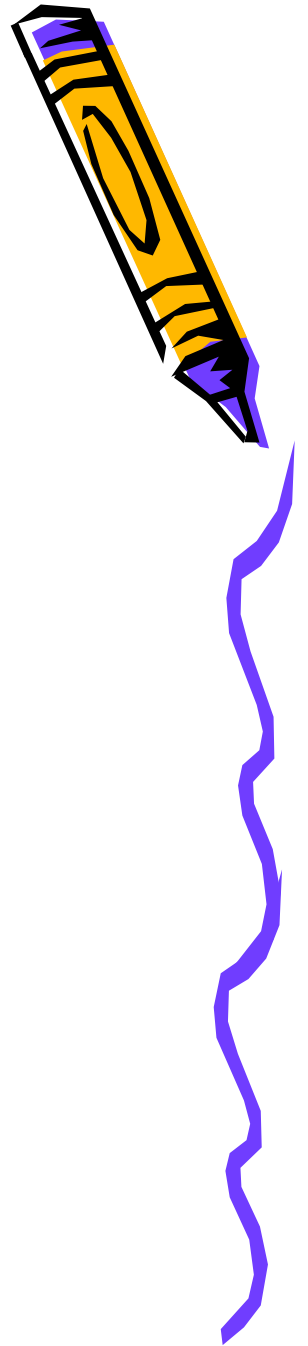
Using the Website

- The provider website is located at http://jobs.utah.gov/jsp/childcareprovider/
- First time users must register before accessing the website.
  - To register and get a login and PIN, first call the DWS Provider Helpline at (866) 435-7414, select option 7, and then option 2.
  - Or, click on the 'Register here' link on the Childcare provider login screen. Go to the bottom of the page and click on "click here", enter the required information, then select "Request PIN". An email will be sent to you.

Child Care Providers - Mozilla Firefox

File   Edit   View   History   Bookmarks   Tools   Help

utah.gov | https://jobs.utah.gov/jsp/childcareprovider/welcome.do;jsessionid=AD0BC6335A6792BB6FEB8BDDC40DC4B1

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Child Care Providers

Childcare Provider Login
You should have your own User account.

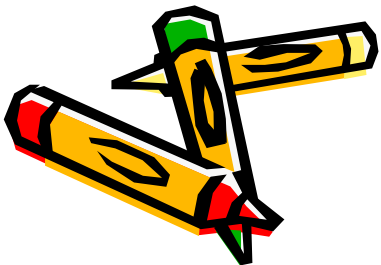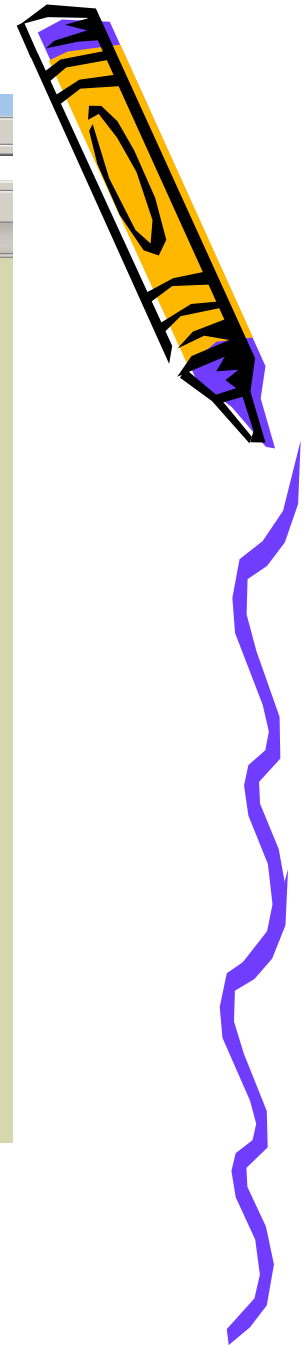Are you new to this Child Care Providers website? Register here

First time users need to register by
clicking 'Register here'

If you already have a User account, enter your username and password here:
(Please remember username and password are case sensitive)

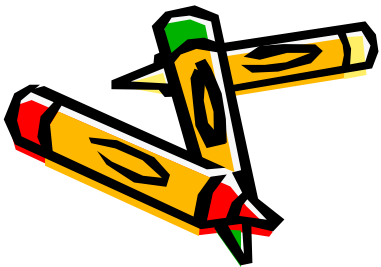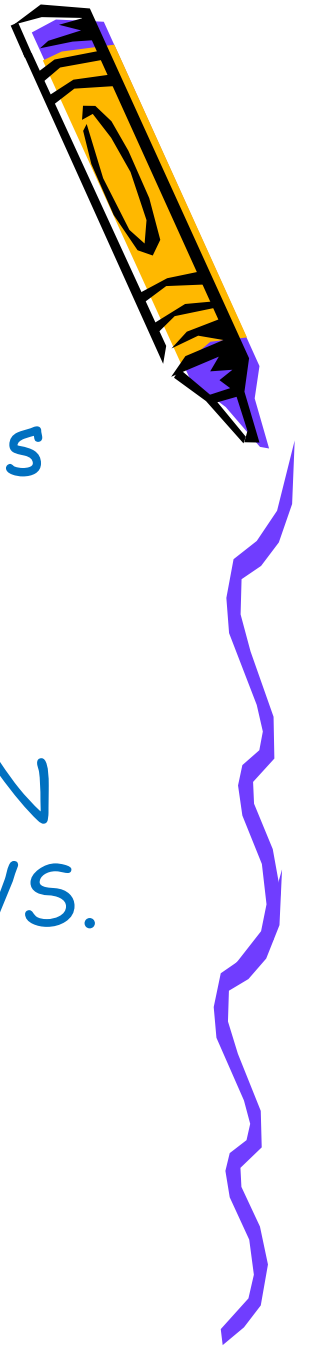| Username | |
| Password | |

Login   Reset

Forgot Password?

If you forgot your
password after
registering, click
here

Getting registered

- Enter a current email address. This will be your username.

- Create a secure password.

- You need the Login number and PIN that were emailed to you from DWS.

File   Edit   View   History   Bookmarks   Tools   Help

http://jobs.utah.gov/jsp/childcareprovider/registration.do?regflag=1 | Google

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Registration Form

* Required Fields

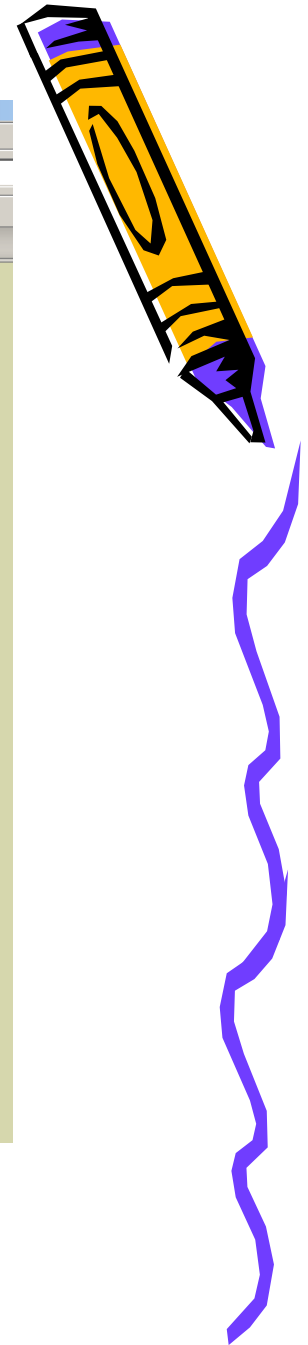|	
Email: *	
Password: *	
Confirm Password: *	
First Name: *	
Last Name: *	
Login Number: *	
PIN Number: *	

[Register]   [Cancel]

** If you do not have PIN number required in this form
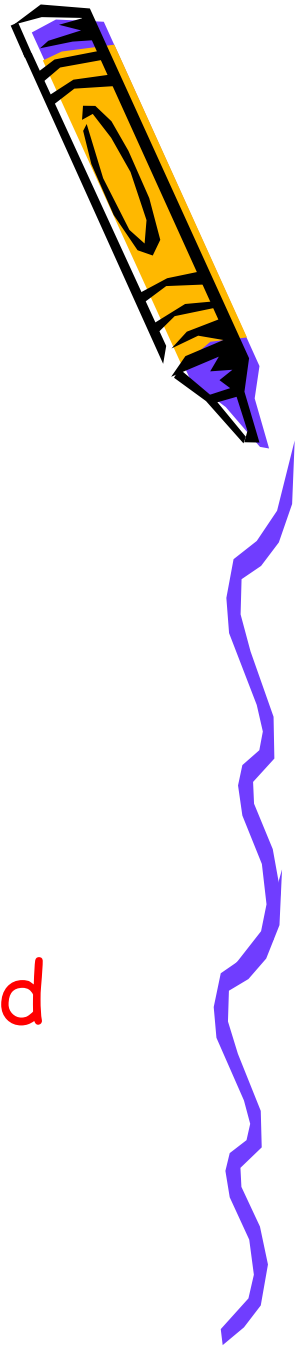
Click Here

If you don't have a login
number or PIN click here

Each time you log in, you must agree to the following:

- Keep this information private and confidential
- Repay DWS if any unauthorized funds are received.
- Repay DWS if no services were provided in the approved month and payment was received.

Penalties

- If you receive subsidy money that is not authorized, you may be disqualified. This means you will be ineligible for receipt of child care subsidies and quality awards issued by DWS.
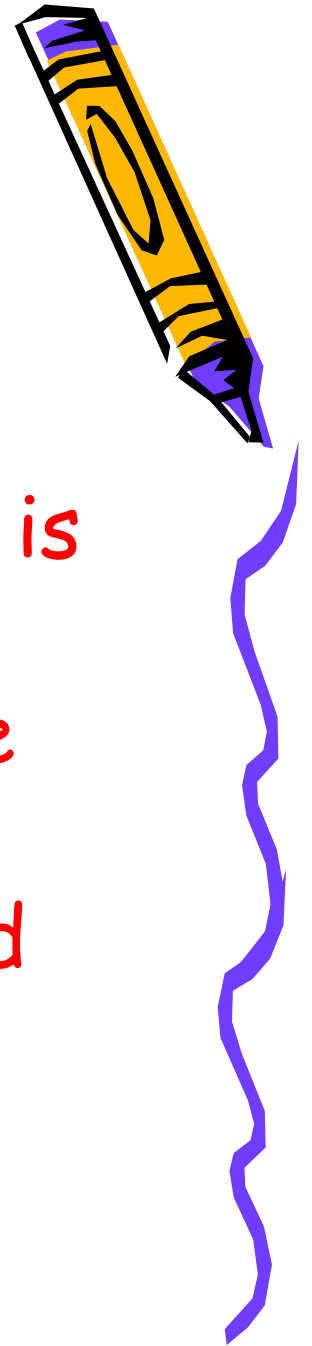
Provider Home Page

- The first page you see after logging in is the Provider Home page.
  - This page displays your provider name, address, and license status.
  - You can access the following pages from the provider home page:
    - Welcome Packet (JPMorgan registration process and other important documents)
    - Provider admin (to add a user or another location)
    - Change password
    - Log Out
    - Help (write a question to DWS and you will receive an emailed answer)
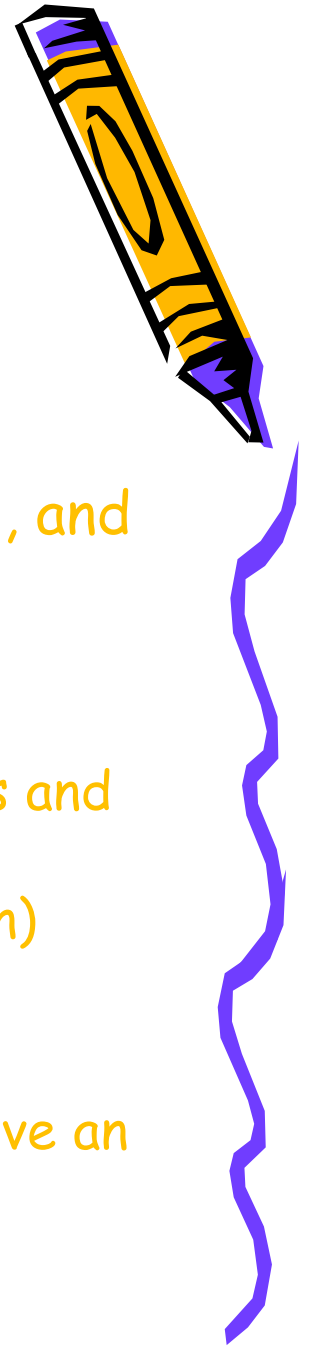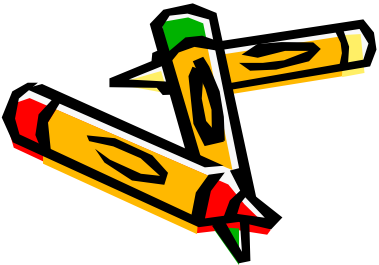
Provider Home Page

- Click on your provider name to bring up the list of parents who have received a subsidy within the past 12 months.
  - A parent's name won't appear on the list until after they receive their first subsidy from DWS.
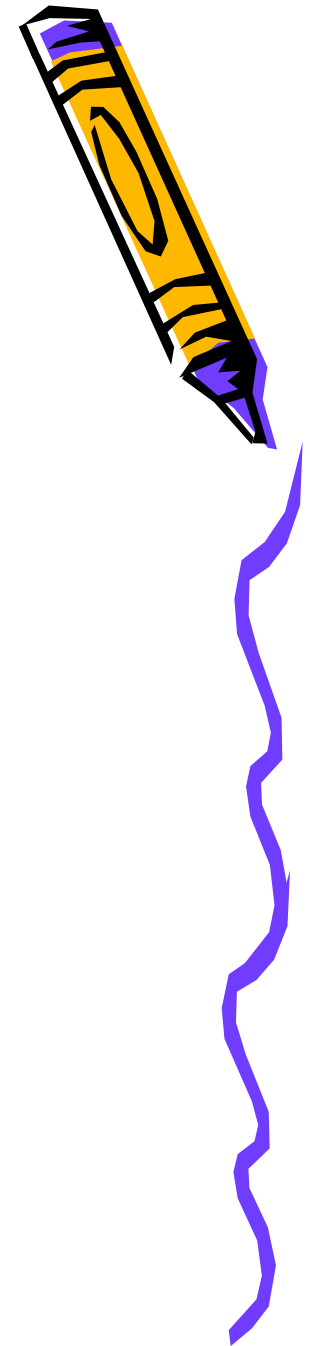
http://beta.jobs.utah.gov/jsp/childcareprovider/getpolicy.do

File   Edit   View   Favorites   Tools   Help

Favorites | EBT Administration System ...

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Sign in to:
my Job Search | my Unemployment | myCase

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Provider Home   Welcome Packet   Provider Admin   Change Password   Log Out   Help

Child Care Provider List

Provider Name ⇕	Street1	City	State	Zipcode	License Status
DWS Child Care	1385 S. State St.	Salt Lake City	UT	84115	ACTIVE

Click here to access the list of
parents who have received a child
care subsidy in the past 12 months

980 Alerts

DWS Child Care   Alerts

Messages From DWS

No messages from DWS

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| Provider Home | Parent List | Monthly Issuance | Center Alerts | Log Out | Help |

DWS CHILD CARE

Search By Last Name: [   ]   Search By Case Number: [   ]

[Search]

View Parent List History(All Data)   Click here to view
entire history

Child Care Parent's Details List (Past Twelve Months)

| Case Number ⇕	Last Name ⇕	First Name ⇕	Review Month ⇕
12345	JONES	AMBER	201106
23456	CARTER	STEPHANIE	201108
34567	SMITH	AMY	201106
45678	JORDAN	SARA	201011
56789	TUTUZ	MERIDETH	201008
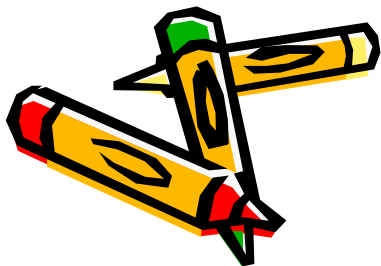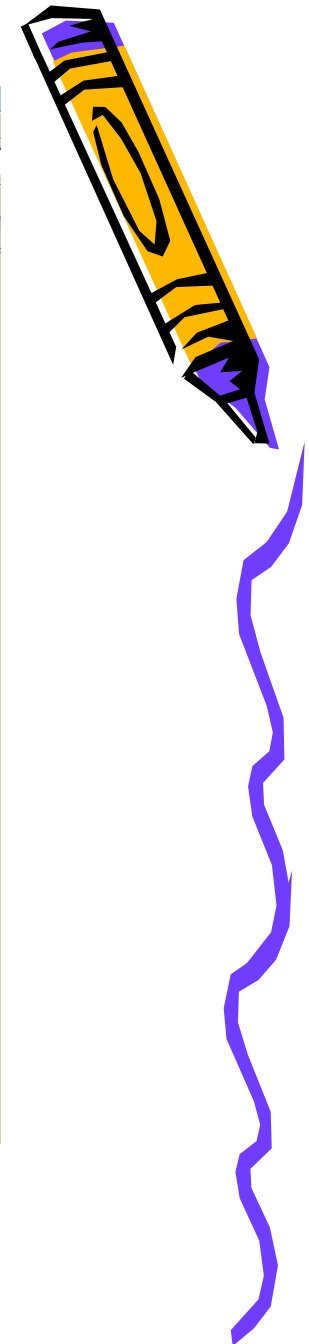
Family Subsidy Page

- For detailed information about a family's subsidy, click on their case number.

  You will be able to view :
  - the monthly subsidy authorized for you,
  - the parent's participation hours,
  - the number of child care providers used,
  - the review month, and
  - the children's names.
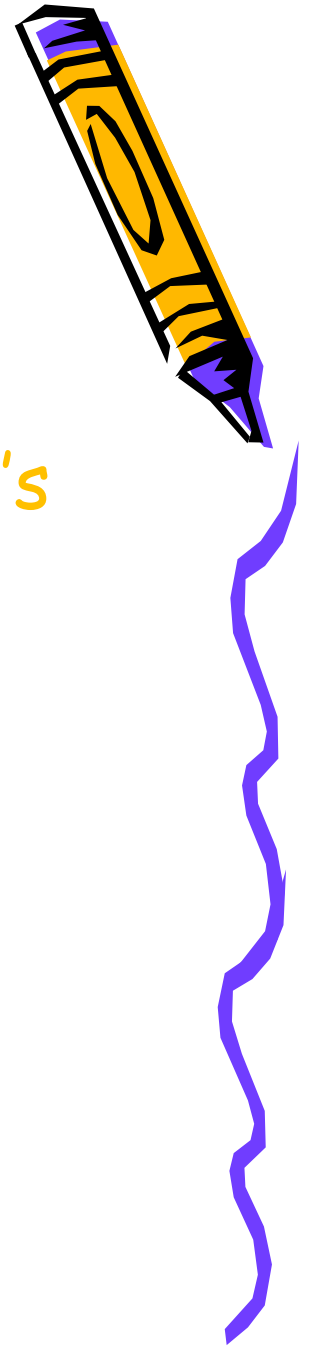
File   Edit   View   History   Bookmarks   Tools   Help

utah.gov https://jobs.utah.gov/jsp/childcareprovider/getbenefits.do?casenumber=986413   Google

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Family Subsidy Page - 12345

◄ April 2011

Parent's Name: AMBER JONES

Case Number: 12345

EBT Benefit Amount: $559

Weekly Participation Hours: 15   Click here to
                                                     view previous
Number of child care providers: 1   months

Review Month Due: June 2011

Children: POPPER JONES
                           KAMERON SOZZY
                           LUCY JONES

** The participation hours represent the parent's total participation
hours and may be shared between the number of providers listed.

[Alert History]   [Form 980 History]   [Complete 980]

* Please Note: If you remove more child care subsidy than
stated above for the given month, you will be responsible to
pay the Department of Workforce Services back and may be
disqualified as an approved provider for state subsidized child care.
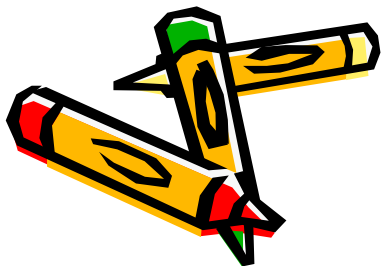
Monthly Issuance Tab

- This page lists the families who have received a subsidy in a given month.
- Click on the arrows at the top of the page to view other months.

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File Edit View History Bookmarks Tools Help

utah.gov https://jobs.utah.gov/jsp/childcareprovider/getallclientbenefits.do?month=201104

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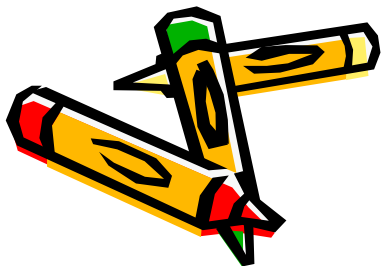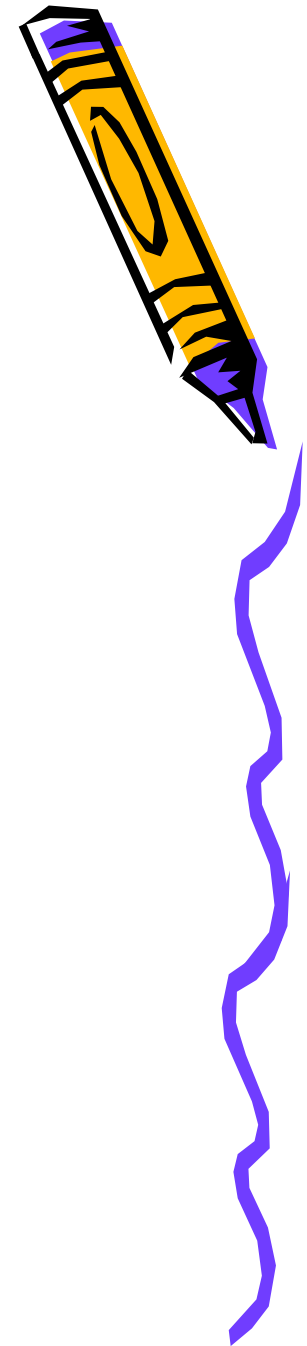| Provider Home | Parent List | Monthly Issuance | Center Alerts | Log Out | Help |

DWS CHILD CARE   – Entire Month Subsidy Page

◄ April 2011 ►   Click here to view other months

Child Care Parent's Details List

Case Number	Last Name	First Name	Review Month	EBT Benefit Amount
34567	SMITH	AMY	June 2011	$266
23456	CARTER	STEPHANIE	August 2011	$1046
12345	JONES	AMBER	June 2011	$559

Center Alerts Tab

- You will get an alert on this page when a customer needs a new child care form 980 to be completed.

- To fill out the form 980 online, click on the 'Complete alert' link.

- To delete the alert, click the X in the 'Remove Action' column.

- To view your alert history, click 'Show Alert History'.
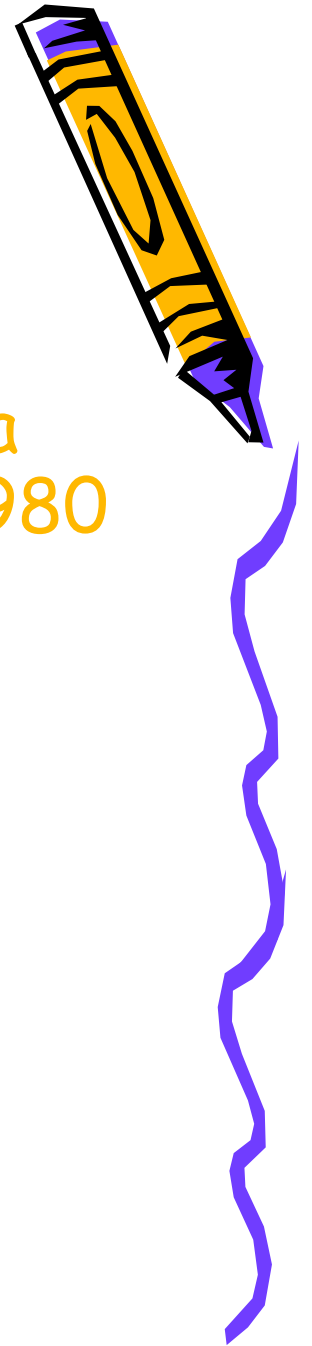
utah.gov https://jobs.utah.gov/jsp/childcareprovider/getalerthistory.do

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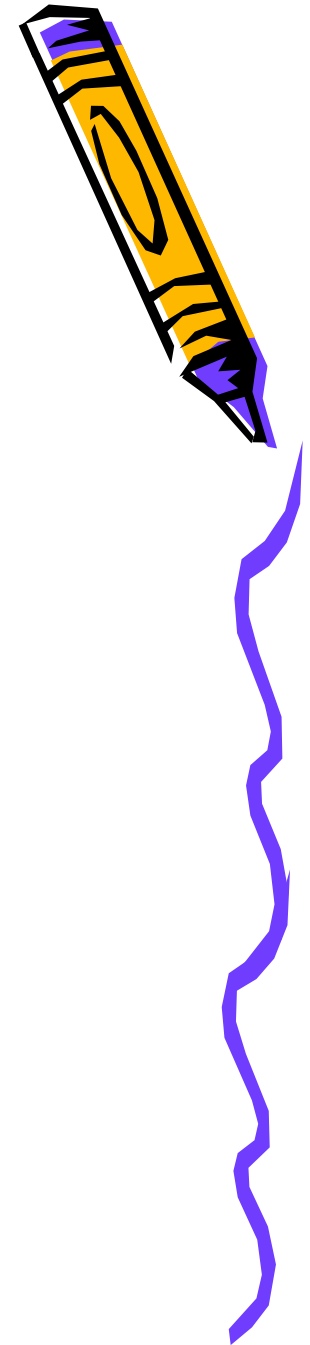
Child Care Providers

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DWS CHILD CARE

Show Alert History

Provider Current Alerts

Case Number ⇅	Alert Type	Alert Date ⇅	Complete Action	Remove Action
23456	FORM 980	03/15/2011	Complete alert	✖
12345	FORM 980	04/15/2011	Complete alert	✖
34567	FORM 980	01/15/2011	Complete alert	✖

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State of Utah

| Return to Provider Home | Department of Workforce Services | Return to Alert List |

FORM 980: CHILD CARE SUBSIDY WORKSHEET

Form 980 View

Date:	04/19/11	Case Number:	12345
Case Name:	AMBER JONES		
Provider's Name:	DWS CHILD CARE	Review Month:	April 2011
Provider's Address:	1385 S State St. SLC, UT 84115	State License ID:	41179
Provider's Phone:	(801) 468-0044	Provider Type:	GP

FP - Family Home and Family Group Licensed   RC - Residential Certificate   GP - Licensed or Accredited Center   CX - Exempt Center

Change Start Month:

		May 2011	Jun 2011	Jul 2011	Aug 2011	Sep 2011	Oct 2011

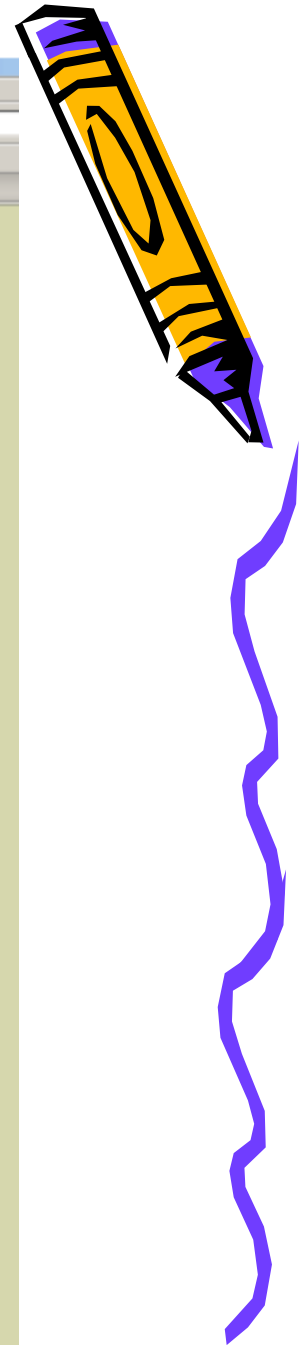| Child's Name: | POPPER JONES |
| **MONTHLY** Hours in child care | |
| **MONTHLY** charge for child care $ | |

Does the parent have a credit from a previous month? ○ Yes ○ No   If Yes, How much? ($)

Form Completed By:

| Submit Form |

This Child Care Subsidy Worksheet Is Not A Contract Nor A Guarantee Of Payment By DWS

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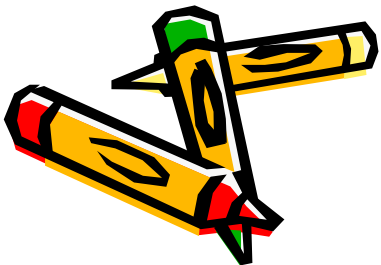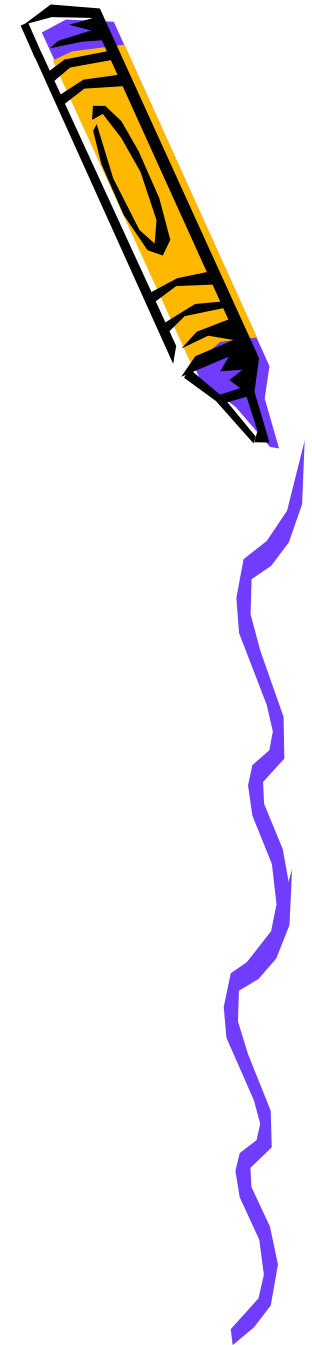
Child Care Providers

| Provider Home | Parent List | Monthly Issuance | Center Alerts | Log Out | Help |

DWS CHILD CARE

Current Alerts

Provider Alert Six Month History List

Case Number	Alert Type	Creation Date	Status	Status Date
23456	FORM 980	01/15/2011	COMPLETED	01/17/2011
12345	FORM 980	12/15/2010	COMPLETED	12/17/2010
34567	FORM 980	11/15/2010	COMPLETED	11/15/2010

QUESTIONS?

- Click on the "HELP" tab.
- Send an email to the Child Care Provider Helpline.
- Or, Call 1.866.435.7414, option 7, then 1 for case status questions, or option 7, then 2 for provider website or technical questions.